

**S A M P L E MEMORANDUM  
FOR APPROVAL OF CRITICAL TASK LIST (CTL)**

MCCS-

(Date)

MEMORANDUM THRU

Chief, (Corps Chief)(*If appropriate*)

Commandant, AMEDD Noncommissioned Officers Academy (MCCS-N)  
(*If appropriate*)

Chief, Department of Academic Support and Quality Assurance  
(MCCS-HS)

FOR Dean, Academy of Health Sciences (MCCS-H)

SUBJECT: Request for Approval of Critical Task List for  
(Program)

1. In accordance with TRADOC Regulation 350-70, Systems Approach to Training, Management Processes and Products, a critical task selection board was conducted on (date). Request approval of the enclosed critical task list.

2. The point of contact for this action is (POC data).

Encl  
as

(Department Chief Signature Block)

Approved/Disapproved

JAMES W. KIRKPATRICK  
Colonel, MC  
Dean/Commandant,  
Academy of Health Sciences